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POLICE DEPARTMENT

TO: Out-of-Town Applicants

FROM: Officer Brockhoff #1467

SUBJECT: Police Trainee, Police Officer and Certified Police Trainee Recruitment

The written examination for all Police Trainee, Police Officer and Certified Police Officer applicants will be administered on Friday, November 4, 2005 at 8:30 a.m. The test will be administered in the 3rd floor Testing Room, located at City Hall, 2 Civic Center Plaza. The physical agility examination will be administered on November 5, 2005 at 8:00 hrs. The exam will be conducted at the El Paso County Sheriff's Academy located at 12501 Montana Avenue.

All out-of-town applicants are scheduled to attend the physical agility examination to be held on November 5, 2005. Applicants who do not wish to take the exam on November 5, 2005 may bypass to the 2nd exam, which will be held on November 19, 2005. If you would like to bypass the 1st physical agility exam, please include a written request with your application. Requests will not be accepted after Friday, November 4, 2005 at 5: 00 p.m.

Applicants are afforded two opportunities to pass the physical agility exam. Applicants who bypass or fail the 1st exam will be automatically scheduled for the 2nd exam. The bypass or fail will count as your first opportunity and you must pass the exam on the 2nd exam date, in order to continue with the application process. Applicants who fail to show at the 1st or 2nd examination without sending written notification will be removed from the application process.

I have attached the Medical Self-Screening form, the Release of All Claims form and the Medical Clearance form. You need a doctor to sign the Medical Clearance form only if one of the items on the Medical Self-Screening form applies to you. The Release of Claims form must be notarized before taking the physical agility exam. You must bring these documents with you in order to take the physical fitness exam.

You may fax your request to bypass the physical agility examination to 915 541-4220 or email me at brockhoffja@elpasotexas.gov. If you have questions or need additional information please call me at 915 541-4110 or 1-888-550-7174.

Respectfully,

Officer Jeff Brockhoff
El Paso Police Department

